

BOARD OF SUPERVISORS

Brown County

305 E. WALNUT STREET
E-Mail: BrownCountyCountyBoard@co.brown.wi.us
P. O. BOX 23600
GREEN BAY, WISCONSIN 54305-3600



PHONE (920) 448-4015 FAX (920) 448-6221

"PUBLIC NOTICE OF MEETING"

**Pursuant to Section 19.84 Wis. Stats., notice is hereby given to the
public that the following meetings will be held**

**THE WEEK OF
February 26 – March 2, 2018**

MONDAY, FEBRUARY 26, 2018

- | | | |
|----------|--|---|
| *6:00 pm | Land Conservation Subcommittee | Room 200, Northern Building
305 E. Walnut Street |
| *6:15 pm | Planning, Development & Transportation Committee | Room 200, Northern Building
305 E. Walnut Street |

TUESDAY, FEBRUARY 27, 2018

(No Meetings)

FEBRUARY 28, 2018

- | | | |
|----------|--------------------------|---|
| *3:30 pm | Housing Authority | Room 604, City Hall
100 N. Jefferson Street |
| *6:00 pm | Human Services Committee | Room 200, Northern Building
305 E. Walnut Street |

THURSDAY, MARCH 1, 2018

(No Meetings)

FRIDAY, MARCH 2, 2018

(No Meetings)

Any person wishing to attend who, because of a disability, requires special accommodation, should contact the Brown County Human Resources Office at 448-4065 by 4:30 p.m. on the day before the meeting so that arrangements can be made.

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LAND CONSERVATION SUBCOMMITTEE

Norbert Dantine, Jr., Chair

Dave Kaster, Vice Chair

Bernie Erickson, Dave Landwehr, Tom Sieber

Citizen Rep: Stan Kaczmarek

LAND CONSERVATION SUBCOMMITTEE

Monday, February 26, 2018

6:00 PM

Room 200, Northern Building

305 E. Walnut Street

**NOTICE IS HEREBY GIVEN THAT THE COMMITTEE MAY TAKE ACTION ON
ANY ITEMS LISTED ON THE AGENDA**

- I. Call Meeting to Order.
- II. Approve/Modify Agenda.
- III. Approve/Modify Minutes of January 22, 2018.

Comments from the Public

Land Conservation Department

1. Open Positions Report.
2. Directors Report.
 - a. Wildlife Damage Program Updates.
 - b. Demonstration Farm Network Updates.
 - c. Accomplishment Report for 2017.

Other

3. Such Other Matters as Authorized by Law.
4. Adjourn.

Norb Dantine, Jr., Chair

Notice is hereby given that action by the Committee may be taken on any of the items which are described or listed in this agenda.

Please take notice that it is possible additional members of the Board of Supervisors may attend this meeting, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda.

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PLAN, DEV. & TRANS. COMMITTEE

Bernie Erickson, Chair
Dave Kaster, Vice Chair
Dave Landwehr, Norbert Dantine, Tom Sieber

PLANNING, DEVELOPMENT & TRANSPORTATION COMMITTEE

Monday, February 26, 2018
Approx. 6:15 PM (Or to follow Land Con)
Room 200, Northern Building
305 E. Walnut Street
Green Bay, WI

**NOTICE IS HEREBY GIVEN THAT THE COMMITTEE MAY TAKE ACTION ON
ANY ITEMS LISTED ON THE AGENDA**

- I. Call Meeting to Order.
- II. Approve/Modify Agenda.
- III. Approve/Modify Minutes of January 22, 2018.

Comments from the Public

1. Review Minutes of:
 - a. Harbor Commission (November 13, 2018 and January 8, 2018).
 - b. Planning Commission Board of Directors (December 6, 2017).
 - c. Solid Waste Board (November 27, 2017 and January 15, 2018).

Communications

2. Communication from Supervisor Schadewald re: Request for committee to evaluate changing speed limit on Highway J back to 45 mph, per resolution of Village of Hobart last night. *Referred from February County Board.*
3. Communication from Supervisor De Wane re: For the County to help pay for street upgrades on E. Mason for The Natureway Expansion (Curbs, cuts, etc.). *Referred from February County Board.*

Airport

4. 2017 to 2018 Carryover Funds.
5. Open Positions Report.
6. 12-Hour Shift Report.

UW-Extension

7. Budget Adjustment Request (18-39) - Any increase in expenses with an offsetting increase in revenue.

Public Works

8. 2017 to 2018 Carryover Funds.
9. An Ordinance to Amend Schedule A of Section 340.0003 of Chapter 340 of the Brown County Code of Ordinances.
10. Summary of Operations.
11. Director's Report.

Port & Resource Recovery

12. 2017 to 2018 Carryover Funds.
13. GLC Mineral Lease of Bylsby Ave. – Request for Approval.
14. 2017 Resource Recovery Annual Report – Request for Approval.
15. Director's Report.

Register of Deeds; Planning and Land Services: Land Information, Planning Commission, Property Listing & Zoning – No agenda items.

Other

16. Acknowledging the bills.
17. Such other matters as authorized by law.
18. Adjourn.

Bernie Erickson, Chair

Please take notice that it is possible additional members of the Board of Supervisors may attend this meeting, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda.

AGENDA
BROWN COUNTY HOUSING AUTHORITY
Wednesday, February 28, 2018, 3:30 p.m.
City Hall, 100 N. Jefferson Street, Room 604
Green Bay, WI 54301

MEMBERS: Sup. Andy Nicholson – Chair, Corday Goddard – Vice Chair, Tom Diedrick, Ann Hartman and John Fenner

APPROVAL OF MINUTES:

1. Approval of the minutes from the December 18, 2017, meeting of the Brown County Housing Authority.
2. Approval of the minutes from the January 15, 2018, meeting of the Brown County Housing Authority.

COMMUNICATIONS:

3. Letter from HUD dated January 17, 2018 regarding award of FY 2017 Family Self Sufficiency Coordinator funding.

REPORTS:

4. Report on Housing Choice Voucher Rental Assistance Program:
 - A. Preliminary Applications
 - B. Unit Count
 - C. Housing Assistance Payments Expenses
 - D. Housing Quality Standard Inspection Compliance
 - E. Program Activity/52681B (administrative costs, portability activity, SEMAP)
 - F. Family Self-Sufficiency Program (client count, participation levels, new contracts, graduates, escrow accounts, and homeownership)
 - G. VASH Reports (new VASH and active VASH)
 - H. Langan Investigations Criminal Background Screening and Fraud Investigations

OLD BUSINESS:

NEW BUSINESS:

5. Consideration with possible action on Resolution No. 18-01 certifying the Brown County Housing Authority Annual SEMAP submission for fiscal year ending December 31, 2017.
6. Consideration with possible action on financials for fiscal year ending December 31, 2017.

BILLS AND FINANCIAL REPORT:

7. Consideration with possible action on acceptance of BCHA bills.
8. Consideration with possible action on acceptance of BCHA financial report.

ADMINISTRATOR'S REPORT AND INFORMATIONAL:

9. Date of next meeting: March 19, 2018.

Any person wishing to attend who, because of a disability, requires special accommodation should contact the Brown County Human Resources Office at (920) 448-4065 by 4:30 p.m. the day before the meeting so that arrangements can be made.

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HUMAN SERVICES COMMITTEE

Erik Hoyer, Chair
Richard Schadewald, Vice Chair
Joan Brusky, Thomas De Wane, Aaron Linssen

HUMAN SERVICES COMMITTEE
Wednesday, February 28, 2018
6:00 pm
Room 200, Northern Building
305 E. Walnut St., Green Bay

****NOTE MEETING TIME****

**NOTICE IS HEREBY GIVEN THAT THE COMMITTEE MAY TAKE ACTION ON ANY ITEM
LISTED ON THE AGENDA**

- I. Call Meeting to Order.
- II. Approve/Modify Agenda.
- III. Approve/Modify Minutes of January 24, 2018.

Comments from the Public

Report from Human Services Chair, Erik Hoyer

1. **Review Minutes of:**
 - a. Children with Disabilities Education Board (December 19, 2017).
 - b. Criminal Justice Coordinating Board (January 11, 2018).
 - c. Mental Health Treatment Committee (January 17, 2018).
 - d. Veterans' Recognition Subcommittee (January 16, 2018).

Treatment Courts

2. Treatment Court Update from Judge Zuidmulder.

Communications

3. Communication from Supervisor Becker (etal.) re: To Human Services Committee: Explore a possible partnership with an interested Brown County School District, to allow them access to Brown County's mental health programs, services, and counselors. *Referred from the February County Board.*

Wind Turbine Update

4. Receive new information – Standing Item.

Other

5. Formally Identify Members of the Mental Health Ad Hoc Committee.
6. Resolution Increasing the Size of the Brown County Children with Disabilities Education Board.

Veterans Services

7. 2017 to 2018 Carryover Funds.
8. Resolution regarding a Table of Organization Change in the Veterans Services Department Clerk/Typist I Position.

Human Services Department

9. 2017 to 2018 Carryover Funds.
10. Budget Adjustment Request (17-106) – Any increase in expenses with an offsetting increase in revenue.
11. Budget Adjustment Request (18-42) – Any increase in expenses with an offsetting increase in revenue.
12. Resolution regarding a Table of Organization Change in the Health and Human Services Department – Community Services Division.
13. Substance Use Prevention Education Activities.
14. Executive Director's Report.
15. Financial Report for Community Treatment Center and Community Services.
16. Statistical Reports.
 - a. Monthly CTC Data.
 - i. Bay Haven Crisis Diversion.
 - ii. Nicolet Psychiatric Hospital.
 - iii. CTC Double Shifts.
 - b. Child Protection – Child Abuse/Neglect Report.
 - c. Monthly Contract Update.
17. Request for New Non-Continuous and Contract Providers and New Provider Contract.

Aging & Disability Resource Center, Health Department– No items

Other

18. Audit of bills.
19. Such other Matters as Authorized by Law.
20. Adjourn.

Erik Hoyer, Chair

Notice is hereby given that action by Committee may be taken on any of the items which are described or listed in this agenda.

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FEBRUARY 2018



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1	2	3
4	5	6	7 Public Safety 11:00 am Admin Cmte 6:15 pm	8	9	10
11	12 Executive Cmte 5:30 pm	13	14 	15	16	17
18	19 	20 Veterans Recognition Subcmte 4:30	21 Mental Health Ad Hoc 12:00 pm Special PD&T 6:45 pm Board of Supervisors 7:00 pm	22 Ed & Rec 5:30 pm	23	24
25	26 Land Con 6:00 pm PD&T 6:15 pm	27	28 Human Services 6:00 pm <i>*Note time change</i>			



MARCH 2018

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1	2	3
4	5	6	7 Public Safety 11:00 am Admin Cmte 6:15 pm	8 Criminal Justice Coordinating Board 8:00 am	9	10
11 	12 Executive Cmte 5:30 pm	13	14	15	16	17 
18	19	20 Veterans Recognition Subcmte 4:30	21 Mental Health Ad Hoc 12:00 Spec. Ed & Rec 6:45 pm Board of Supervisors 7:00 pm	22	23	24
25	26 Land Con 6 pm PD&T 6:15 pm	27	28 Human Services 6:00 pm <i>*Note time change</i>	29 Ed & Rec 5:30 pm	30	31

BROWN COUNTY COMMITTEE MINUTES

- Harbor Commission (November 13, 2017 & January 8, 2018)
- Planning Commission Board of Directors (December 6, 2017)
- Solid Waste Board (November 27, 2017 & January 125, 2018)

To obtain a copy of Committee minutes:

http://www.co.brown.wi.us/minutes_and_agendas/

OR

Contact the Brown County Board Office or the County Clerk's Department

PORT & RESOURCE RECOVERY DEPARTMENT

Brown County

2561 SOUTH BROADWAY
GREEN BAY, WI 54304

PHONE: (920) 492-4950 FAX: (920) 492-4957

DEAN R. HAEN

DIRECTOR

PROCEEDINGS OF THE BROWN COUNTY HARBOR COMMISSION

A meeting was held on **Monday, November 13th, 2017**

Port & Resource Recovery Department | 2561 S. Broadway, Green Bay, WI 54302

1) Call to Order:

The meeting was officially called to order by President Tom Klimek at 10:32 am.

2) Roll Call:

Present:	President Tom Klimek Vice President Bryan Hyska Commissioner Hank Wallace Commissioner Ngosong Fonkem Commissioner Bernie Erickson
Excused:	Commissioner Tim Feldhausen Commissioner Peter Zaehring Commissioner Mike Vizer
Unexcused:	Commissioner Ron Antonneau
Also Present:	Dean Haen, Brown County P&RR Shelby Schraufnagel, Brown County P&RR Jim & Sylvia Graefe, Resident Troy Gawronski, Foth Diane Mitchell, RGL Holding Bjorn Lysne, Tetra Tech Holly Bellmund, GLC Minerals Steve Moss, GLC Minerals

3) Approval/Modification – Meeting Agenda – *Request for Approval*

A motion to approve the agenda was made by Bernie Erickson and seconded by Bryan Hyska. Unanimously approved.

4) Approval/Modification – Meeting Minutes of October 9th, 2017 – *Request for Approval*

A motion to approve the minutes of October 9th, 2017 was made by Hank Wallace and seconded by Bryan Hyska. Unanimously approved.

5) Announcements/Communication

Commissioner Erickson explained that because of the rat problem in the Green Bay area a solution may be to release feral cats. The Port may need to be involved depending on where the cats are released.

Motion to open discussion to the public was made by Bernie Erickson seconded by Hank Wallace. Unanimously approved.

Representatives from GLC Minerals, RGL Holdings and residents along the Fox River all said that they are not experiencing a rat problem but did not have other comments about using feral cats as a solution.

Motion to return to regular order of business by Bernie Erickson and seconded by Hank Wallace. Unanimously approved.

The County Board passed the budget November 2nd. The Port's budget stayed intact.

6) Fox River Environmental Clean-up Project – Public Comments/Update on Standing Item

Mr. Haen stated that the Project asked the Port for the third time to evaluate using Bay Port for dredged material. Brown County spent \$10,000 with Foth to perform the evaluation. The Project decided not to use Bay Port but they have agreed to pay Foth for the Department's cost during the evaluation process.

Troy Gawronski stated that November 11th was the last day of operation for the year. Sand spreading will continue until November 15th. The Project will start again in March or April.

7) Third Quarter 2017 Budget Status Report – Request for Approval

Mr. Haen reviewed the third quarter 2017 budget status report.

A motion to approve the Budget Report was made by Bryan Hyska and seconded by Hank Wallace. Unanimously approved.

8) Grant Submittal for Renard Island End-Use – Request for Approval

Mr. Walter reviewed the grant with the Harbor Commissioners. The grant is a 60% local/40% state WI Coastal Management Grant. Staff and the Renard Island Committee has secured \$65,000 in funds to be used for the local share. Brown County contribution is \$10,000. He anticipates that scoring may be affected because the city of Green Bay has not been involved in planning. The city of Green Bay has been encouraged to be involved in the discussion process as well as financially. Commissioner Erickson advised city of Green Bay residents to contact their City Alderperson to advocate for the Renard Island project.

9) PFM – Request for Approval

PFM manages Department long-term financial investments. Majority of funds managed are on the Solid Waste side. PFM has been managing our long-term investments for three years. The Treasurer recommends to continue working with PFM for another two years. The Treasurer believes the Treasurer's Office can outperform PFM's investment performance, but unable to handle the responsibility at this time. Brown County will reconsider in 2019.

A motion to approve the PFM contract extension was made by Bernie Erickson and seconded by Bryan Hyska. Unanimously approved.

10) Economic Impact Study – Update

Mr. Haen explained the final report will not be available until January.

11) Bylsby Ave Work and Lease Plans – Update

GLC Minerals indicated that they want to lease the entire Bylsby property, 12.6 acres. There is work left to perform to finish the sedimentation pond. The Department will hire a contractor to complete the sedimentation pond and get the surface to grade. There is \$15,000 budgeted for this work in the 2017 budget.

There are currently three leases with GLC Minerals. Once this new lease is agreed to there will just be one lease between the County and GLC Minerals.

Motion to open discussion to the public was made by Bernie Erickson seconded by Bryan Hyska. Unanimously approved.

Ms. Bellmund explained GLC Minerals is growing and will need more raw material storage.

Motion to return to regular order of business was made by Bernie Erickson and seconded by Bryan Hyska. Unanimously approved.

12) Director's Report - Update

Great Lakes Pilots' lawsuit continues. There was a resolution to the issues being challenged. Some resolutions were favorable, others were not. The U.S. court has intervened as well as Congress. Congress reported to the Coast Guard that safety and economic viability do not need to be at odds. They need to reexamine great lakes pilots.

The Western Great Lakes Pilots sent a letter to the Port. They are concerned about the height of the Leo Frigo bridge. Mr. Haen encouraged the Pilots to reach out to the Coast Guard because they are in charge of aid to navigation. Mr. Haen also reached out to the Wisconsin Department of Transportation to confirm the height of the bridge. The State determined that the bridge is built as designed. They did report that water level lines need to be repainted on the bridge and the lights hang down lower than they should. Clearance is 117 feet under current water conditions

U.S. Oil is indicating they plan to receive three shipments in December. They also plan to receive two vessels in January between the 10th and 25th. Ice breaking may need to take place. Public outreach will be evaluated and all proper channels will be notified.

As requested, the letter to the City regarding Mr. Haen's suggestions on adding throw rings, signage and police patrol to the City Deck was provided to the Commissioners. The Port is still waiting for the US Coast Guard incident report.

13) Acknowledgement of Bills – *Request for Approval*

A motion to approve Acknowledgement of Bills was made by Bryan Hyska and seconded by Ngosong Fonkem. Unanimously approved.

14) Tonnage Report – *Request for Approval*

Tonnage is down 4% from this time last year. Tonnage was received and placed on file.

15) Such Other Matters as Authorized by Law – *Update*

No other matters.

16) Adjourn

A motion to adjourn the Harbor Commission meeting at 11:18 am was made by Hank Wallace and seconded by Bryan Hyska. Unanimously approved.

Tom Klimek, President
Harbor Commission

Dean R. Haen, Director
Port & Resource Recovery Department



PORT & RESOURCE RECOVERY DEPARTMENT

2561 S. BROADWAY STREET
GREEN BAY, WI 54304

PHONE (920) 492-4950 FAX (920) 492-4957

DEAN R. HAEN

DIRECTOR

PROCEEDINGS OF THE BROWN COUNTY HARBOR COMMISSION

A meeting was held on **Monday, January 8th, 2018**

Port & Resource Recovery Department | 2561 S. Broadway, Green Bay, WI 54302

1) Call to Order:

The meeting was officially called to order by President Tom Klimek at 10:30 am.

2) Roll Call:

Present: President Tom Klimek
Vice President Bryan Hyska
Commissioner Hank Wallace
Commissioner Bernie Erickson
Commissioner Tim Feldhausen
Commissioner Peter Zaehring

Excused: Commissioner Mike Vizer

Unexcused: Commission Ron Antonneau
Commissioner Ngosong Fonkem

Also Present: Dean Haen, Brown County P&RR
Mark Walter, Brown County P&RR
Randy Siewert, RGL Holding
Jim & Sylvia Graefe, Resident
Chad Doverspike, Brown County P&RR

3) Approval/Modification – Meeting Agenda – *Request for Approval*

A motion to approve the agenda was made by Hank Wallace and seconded by Tim Feldhausen. Unanimously approved.

4) Approval/Modification – Meeting Minutes of November 13th, 2017 – *Request for Approval*

A motion to approve the minutes of November 13th, 2017 was made by Bernie Erickson and seconded by Bryan Hyska. Unanimously approved.

5) Announcements/Communication

The Coast Guard is maintaining an ice track for vessels to come through the Port throughout January.

6) Fox River Environmental Clean-up Project – *Public Comments/Update on Standing Item*

The Project is expected to begin again in April.

7) WisDOT Harbor Assistance Program Statement of Intention – *Request for Approval*

The annual County Board resolution and statements of intentions to the WisDOT, for projects that may be applied for through a Harbor Assistance Program Grant, are attached. Mr. Haen stated that he expects changes to the documents as Terminal Operators have until the end of the month to add or make changes. Submissions are due April 1. It is expected that C. Reiss Coal will submit a new Statement of Intention to fix their dockwall.

Commissioner Zaehring asked if Foxconn is expected to submit any projects. Mr. Haen stated that is unsure. He also stated that Foxconn is an opportunity for Green Bay. The Port could be a port of entry or exit especially if container ships can start coming into the Port.

Mr. Haen reviewed previous years' submittals.

A motion to approve the WisDOT Harbor Assistance Program Statement of Intention was made by Bernie Erickson and seconded by Tim Feldhausen. Unanimously approved.

8) Public Communication Plan – *Request for Approval*

The Public Relations budget is \$40,000 for 2018. \$10,000 is put towards advertising; the remaining amount is spent through Leonard & Finco's efforts.

Mr. Haen stated that each year the Port pays the Green Bay Area Chamber of Commerce to be included in the Fact Book. He asked Commissioner Zaehring what benefits are there to the Port to be included in the published book. Commissioner Zaehring responded that in the past the book ended up on the shelf of City of De Pere and Green Bay offices. Currently there is a job opening for Economic Development Business Attraction and Investment Director who will help national and international outreach for opportunities in Green Bay. The Fact Book will be used to help this person promote potential business in Green Bay.

A motion to approve the Public Communication Plan was made by Bernie Erickson and seconded by Hank Wallace. Unanimously approved.

9) Great Lakes Pilots Lawsuit – *Update*

The Port has been contributing toward American Great Lakes Ports Association's lawsuit against the U.S. Coast Guard in regards to the 2016 increase in Great Lakes Pilots fees. Based on the 2016 lawsuit issues, there were successes and failures in the outcome of the lawsuit.

In regards to recruitment and retention of pilots it was challenged that rates needed to increase. The court stated that the U.S. Coast Guard acted rationally.

In regards to staffing during peak demands it was challenged that the U.S. Coast Guard continue to staff for peak demand year-round when they could be staffing more during peak and lay off on staff during the rest of the year. The court stated that the U.S. Coast Guard acted rationally.



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DEAN R. HAEN

DIRECTOR

Additionally, the U.S. Coast Guard increased the rate to match Canadian Pilots' plus 10% more. The court agreed that 10% upcharge was arbitrary and that the U.S. Coast Guard had no basis for the extra 10%.

Regarding vessel weighing factors, with regard to the 2016 rates, the U.S. Coast Guard did not weigh the vessels based on their size but instead as a flat rate. The rate should be based on the units the vessel is carrying. For small loads the pilot fee may be large enough that the cargo movement may not be feasible. The U.S. Coast Guard was knowingly underestimating the revenue that would be generated and the result was a higher pilotage fee. The court agreed.

The next argument was truing up mechanism. The U.S. Coast Guard sets rates and fees in a forecast mode. There is no truing up mechanism to determine if the set rate was too high or too low. The court did not agree and felt that the U.S. Coast Guard could not be challenged based on the Administrative Procedures act for something the agency had not done.

The 2017 rate that the U.S. Coast Guard announced includes some of the same issues.

Commissioner Feldhausen stated that these issues can be resolved legislatively by Congress as well. Mr. Haen stated that the Ports Association has attempted that route in the past and it was never heard. After efforts during the lawsuit it is more likely that Congress may be able to act.

10) Cruise Ships – Update

Two cruise ships will be coming to Green Bay in the summer. Next year five or six different vessels may come. Great Lakes Cruising Coalition would like Green Bay to join the group. The Port was asked to pay the dues of \$3,500. Mr. Haen stated that the Port could participate as a Harbor Commission but would not take on the cost. The City of Green Bay and Visitor and Convention Bureau will benefit from the cruise ships and may be able to contribute for coalition membership.

Commission Wallace asked if it would be more cost effective for the City, Visitors and Convention Bureau or even the Port to communicate directly with the cruise lines to advocate for Green Bay as a destination. Mr. Haen stated that a representative would have to go to Europe or Miami when there are cruise ship conventions. He is unsure if the City or Visitors and Convention Bureau has the time or resources to do that.

11) Director's Report - Update

Great Lakes Pilots are concerned that ships are very close to hitting the I-43 Bridge. Mr. Haen reached out to the WisDOT about the concern. WisDOT acted immediately and reported that the bridge is where it should be, they recognized that water level markings need to be fixed and the lights under the bridge may be hanging too low. Water levels are high resulting in vessels coming close to the bridge height.

The economic impact study is expected to be complete in January.

The Brown County Planning Department is working with the City of Green Bay to identify and preserve oversize overweight corridors to get in and out of Green Bay.

Corporation Counsel is in the processing of reviewing the Bylsby lease with GLC Minerals.

The Property Acquisition Plan that the Port and Harbor Commissions put together identified the Pulliam Plant as the most ideal property to acquire. The Executive and Mr. Haen are making efforts to meet with WE Energies to set up a meeting regarding the property in February. WE Energies is working with a company called Forsite Development. Their expertise is in acquiring power plants and then repurposing them.

12) Acknowledgement of Bills – *Request for Approval*

A motion to approve Acknowledgement of Bills was made by Tim Feldhausen and seconded by Peter Zaehringer. Unanimously approved.

13) Tonnage Report – *Request for Approval*

A motion to approve Tonnage Report was made by Bernie Erickson and seconded by Hank Wallace. Unanimously approved.

14) Such Other Matters as Authorized by Law – *Update*

No other matters.

15) *Adjourn*

A motion to adjourn the Harbor Commission meeting at 11:42 am was made by Hank Wallace and seconded by Tim Feldhausen. Unanimously approved.

Tom Klimek, President
Harbor Commission

Dean R. Haen, Director
Port & Resource Recovery Department

Minutes
BROWN COUNTY PLANNING COMMISSION
BOARD OF DIRECTORS
Wednesday, December 6, 2017
Green Bay Metro Transportation Center
901 University Avenue, Commission Room
Green Bay, WI 54302
6:30 p.m.

ROLL CALL:

Paul Blindauer	<u>X</u>	Phil Hilgenberg	<u>X</u>	Ray Tauscher	<u>X</u>
Brian Brock	<u>X</u>	Jacob Immel	<u>Exc</u>	Norbert Van De Hei	<u>X</u>
William Clancy	<u>X</u>	Kathleen Janssen	<u>X</u>	Jason Ward	<u>Exc</u>
Norbert Dantine, Jr.	<u>X</u>	Dotty Juengst	<u>X</u>	Dave Wiese	<u>X</u>
Bernie Erickson	<u>Exc</u>	Dave Kaster	<u>X</u>	Matthew Woicek	<u>X</u>
Kim Flom	<u>X</u>	Patty Kiewiz	<u>Exc</u>	Reed Woodward	<u>X</u>
Steve Grenier	<u>X</u>	Michael Malcheski	<u>X</u>		
Mark Handeland	<u>X</u>	Gary Pahl	<u>X</u>		
Matthew Harris	<u>X</u>	Terry Schaeuble	<u>X</u>	Br. Co. Board-DePere (Vacant)	
Frederick Heitl	<u>X</u>	Glen Severson	<u>X</u>	City of Green Bay (Vacant)	

OTHERS PRESENT: Chuck Lamine, Cole Runge, Lisa Conard, Dan Teaters, Kathy Meyer, Paul Fontecchio, Nick Uitenbroek (Brown County Public Works Department) and Scott Brosteau (Mead & Hunt)

1. Approval of the minutes of the October 4, 2017 regular meeting of the Brown County Planning Commission Board of Directors.

A motion was made by G. Pahl and seconded by M. Harris to approve the minutes of the October 4, 2017 regular meeting of the Brown County Planning Commission Board of Directors. Motion carried.

2. **Overview and Public Hearing:** Draft Major Amendment #1 to the 2018-2022 Transportation Improvement Program (TIP) for the Green Bay Urbanized Area.

C. Runge provided an overview of the Draft Major Amendment #1 to the 2018-2022 TIP for the Green Bay Urbanized Area via PowerPoint.

C. Runge reviewed the S. Huron Road (CTH EA) project in the Village of Bellevue that was approved in December 2013 as part of Major Amendment #1 to the 2014-2018 TIP for the Green Bay Urbanized Area.

C. Runge stated that BCPC/MPO staff was recently informed by WisDOT Northeast Region staff of a new state law that prohibits the condemnation of private land for bicycle and pedestrian facilities. As a result of the new state law, the Brown County Public Works Department (PWD) is now proposing to construct wide driving lanes instead of the 5' bicycle lanes that were original designed. The purposes of the wide driving lanes are to accommodate disabled vehicles and for temporary snow storage. The wide driving lanes could also be used by bicyclists.

C. Runge stated that BCPC/MPO staff contacted WisDOT and Federal Highway Administration (FHWA) representatives for their interpretation of the new law and how it would affect this project and other projects. The WisDOT and FHWA representatives indicated that they do not know how approved projects will be affected by the new law at this time.

C. Runge stated that WisDOT's Office of General Counsel is currently reviewing the new law to determine how it will affect approved and proposed road projects.

C. Runge stated that staff is recommending approval of the PWD-proposed scope revision to allow the project to proceed under the new state law.

C. Runge opened the public hearing.

C. Runge asked three times if anyone wished to speak. Hearing no comment, C. Runge closed the public hearing.

3. Discussion and action on the Draft Major Amendment #1 to the 2018-2022 Transportation Improvement Program (TIP) for the Green Bay Urbanized Area.

C. Runge asked for any questions or comments concerning the new state law or specifically the S. Huron Road project in the Village of Bellevue.

Question asked if the state law changed, could you go back and put in the bicycle lane and narrow the driving lane? C. Runge stated that once the curbs are established, it would be expensive and difficult to go back and modify them.

C. Runge stated that two representatives from the Brown County Public Works Department are in attendance if you have any specific questions for them.

Clarification was asked on the original project and that it was planned with two bicycle lanes and a sidewalk on the west side. C. Runge stated that the sidewalk is allowed to remain.

Paul Fontecchio, Highway Commissioner, discussed condemnation and the new state law.

Discussion occurred on federal requirements and funding.

Discussion occurred on bicyclists and bicyclist safety.

Question asked with the proposed new plan for the S. Huron Road project, what is the cost savings? P. Fontecchio stated an overall savings of \$50,000, \$40,000 is federal, county would save \$5,000 and the municipality would save \$5,000.

A motion was made by G. Pahl and seconded by S. Grenier to approve the Draft Major Amendment #1 to the 2018-2022 Transportation Improvement Program (TIP) for the Green Bay Urbanized Area. Motion carried.

4. Overview of the Transportation Alternatives Program (TAP).

L. Conard provided an overview of the Transportation Alternatives Program (TAP) via PowerPoint.

- Federal Program managed by the WisDOT
- Provides funding for pedestrians and bicyclists facilities, Safe Routes to School activities
- Federal funds are capped at 80% of the cost
- A local match of 20% is required
- BCPC Board of Directors (MPO Policy Board) approved projects

L. Conard reviewed Transportation Management Area (TMA) funds and how the DOT manages the program. L. Conard stated that the WisDOT estimate is \$725,864.

L. Conard reviewed the TAP funding guidelines.

L. Conard reviewed the recent projects that the Planning Commission has approved:

- Village of Allouez Webster Elementary Safe Routes to School
- Green Bay Area Public Schools Safe Routes to School Plans for 31 K-8 schools

L. Conard reviewed the TAP Process:

- WisDOT announced on October 30, 2017 the TAP funding opportunity, and provided information on their website.
- MPO staff reaches out to entities/communities encouraging the submittal of pre-scoping project applications.
- MPO area pre-scoping applications are due at the WisDOT NE Region Office and MPO on January 26, 2018.
- WisDOT staff will determine eligibility and will invite qualified applicants to complete a second round application.
- Transportation Subcommittee (TS) to meet in March to review project applications and make a recommendation to the BCPC Board of Directors for approval.
- BCPC Board of Directors will consider the TS recommendation on April 4th and forward a decision to WisDOT.

L. Conard stated that any potential applicant should contact the MPO staff as well as Sandy Carpenter of WisDOT NE Region prior to the January 26th deadline to discuss project eligibility, scope, and costs.

Question asked if the TAP program has to follow the same type of design process as STBG?

L. Conard stated, yes, for the most part, almost an identical process.

5. Public Hearing: Town of Ledgeview Sewer Service Area Amendment SSA 2017-04 LED.

D. Teaters provided an overview of the Town of Ledgeview Sewer Service Area Amendment SSA 2017-04 LED via PowerPoint. D. Teaters explained that the purpose of the SSA amendment is to provide sewer service to three areas for future development within the Town. D. Teaters reviewed the parcels. D. Teaters stated that the total acreage request is for 141.072 acres, total remaining acreage for future amendments is 38.034 acres.

Staff recommends approval of the addition of the 141.072 acres with the two conditions as noted in the staff report.

D. Teaters opened the public hearing. D. Teaters noted that Scott Brosteau, Engineer on the project from Mead & Hunt and representing the Town is in the audience to answer any questions.

D. Teaters asked if anyone wished to speak.

Question was asked if the Sewer Service Amendment would affect the Town of Glenmore. D. Teaters stated the Town of Glenmore would not be affected.

D. Teaters asked two more times if anyone else wished to speak. Hearing no comment, D. Teaters closed the public hearing.

6. Discussion and action on the Town of Ledgeview Sewer Service Area Amendment SSA 2017-04 LED.

Question: I imagine that in area three there is no planned development around the park. Does the Town plan to add additional facilities?

D. Teaters stated that the Town indicated that they would like to install some water/bathroom facilities there in the future, and these are consistent with their park plan.

A motion was made by G. Pahl and seconded by J. Ward to approve the Town of Ledgeview Sewer Service Area Amendment SSA 2017-04 LED. Motion carried.

7. Brown County Planning Commission staff updates on work activities during the months of October and November 2017.

A motion was made by D. Wiese and seconded by R. Tauscher to receive and place on file the staff updates on work activities during the months of October and November, 2017.

8. Director's Report:

a. Update re: vacant senior planner positions

C. Lamine stated that shortly after the last Planning Commission meeting, a decision was made to split the principal planner position into two senior planner positions; one position will be funded by the housing program (we will then have two planners assigned to the housing program, 100% paid by the block grant fund) and the second senior planner position would be focused on local assistance/contract planning. C. Lamine stated that these two positions were approved by the County Board at the budget meeting, and that the recruitment process will begin soon.

b. Update re: application for CDBG Housing Grant for 2019-2020

C. Lamine provided an update on the grant funds for the Housing Rehabilitation Loan Program. C. Lamine also recognized Todd Mead on his diligent work with the housing program.

C. Lamine wished everyone a *Merry Christmas and Happy New Year*.

G. Pahl asked for an update on the Southern Bridge EIS project.

C. Runge stated that a meeting was recently held between the planning staff, DOT representatives from the Northeast Region Office, a representative from the DOT office in Madison, the Federal Highway Administration, the Brown County Executive, and the mayor of De Pere to discuss the status of the project, and what we can all do collectively going forward to make sure it proceeds more efficiently than it has over the last few years. C. Runge indicated that the DOT requested staff to put together a detailed schedule of all the steps that have to occur to complete not just the interstate access justification report but the full EIS document. C. Runge stated that staff completed the schedule and it was discussed at the meeting. C. Runge also stated that a conference call is scheduled with the Federal Highway Administration and DOT staff on Monday.

9. Other Matters:

None.

10. Adjourn

A motion was made by G. Pahl and seconded by N. Van De Hei to adjourn. Motion carried.

The meeting adjourned by 7:25 p.m.

ITEM #7

STAFF REPORT TO THE BROWN COUNTY PLANNING COMMISSION December 6, 2017

October & November, 2017 Staff Activity Reports

The recent major planning activities of Chuck Lamine, Planning Director:

- Coordinated and attended the Brown County Planning Commission meeting October 4.
- Attended Economic Development Committee Department Head meetings with County Executive.
- Met with County Executive and various County representatives regarding development of the Brown County Research and Business Park and the STEM Innovation Center Building.
- Prepared Budget Adjustment request to return funds in excess of cap to the WisDOA for the Brown County Economic Development RLF.
- Assisted Planner I – Housing with administration of the CDBG Housing program.
- Prepared for and assisted the Planner I – Housing with Public Hearing for the 2017 grant application for State CDBG Housing Rehabilitation program.
- Attended the Brown County/City of Green Bay Stadium District meeting on October 25.
- As Project Manager coordinated and attended the November 2 Design Programing Meeting for the STEM Innovation Center Building.
- Coordinated with Senior Land Use Planner regarding Sewer Service Area Plan amendments and Environmentally Sensitive Area (ESA) protection.
- Discussed the status of the IAJR's Engineering and Operations Analysis with Brown County's consultant (SRF) and the Principal Transportation Planner.
- Conducted Planning and Land Services Department manager's staff meetings and Planning Staff meetings.
- Attended several coordinating meetings to discuss implementation of the new land records computer system LandNav with PALS, Technical Services and Treasurers Office staff.
- Participated in a meeting with the Brown County Executive, Principal Transportation Planner, and the WisDOT Northeast Region's Director, Assistant Director, and Planning Chief regarding the Southern Bridge project's Environmental Impact Statement (EIS) and Interstate Access Justification Report (IAJR).
- Developed a detailed task list and completion schedule for the Brown County STEM Innovation Center project and submitted it to UWGB, UW System, Somerville Architects and County staff for review and comment.
- Participated in a meeting with the County Executive and Deputy Executive, De Pere Mayor, Principal Transportation Planner, WisDOT Central Office (Madison) and Northeast Region administration and staff, FHWA staff, Greater Green Bay Area Chamber of Commerce staff, and representatives of SRF Consulting to discuss the EIS/IAJR task list and schedule and other EIS/IAJR details that will be cooperatively addressed by Brown County, WisDOT, and FHWA going forward.
- Participated in a conference call with the Principal Transportation Planner and representatives of WisDOT to discuss the status of the Economic Impact Analysis that WisDOT is developing in cooperation with Brown County Planning Commission staff for the Southern Bridge project.
- Drafted and released a request for Quotes for completion of and Environmental Assessment report for the STEM Innovation Center project on the UWGB campus.

- Reviewed annual performance reviews prepared by PALS department management staff.
- Coordinated, developed and presented 2017 SMART Goal updates, 2018 SMART Goals, 2017 PALS Department Accomplishments report, Five Year PALS department Strategic Plan.
- Attended STEM Network meeting at Green Bay Botanical Gardens.
- Worked with Deputy Corporation Counsel on Land Lease documents for the STEM Innovation Center project.
- Developed County Board Resolution and attended an Executive Committee meeting to change the PALS Department table of organization to remove a vacant principal planner position and to create two additional Senior Planner positions.
- Attended the Nov 1 County Board Budget meeting.
- Coordinated and participated in a meeting with Somerville Architects and WisDOA Building Commission staff regarding design review requirements associated with the \$5 million grant for the STEM Innovation Center building.
- Attended Nov 28 Planning, Development & Transportation Committee meeting for various resolutions.
- Met with Deputy County Executive to discuss development of a management organization for the STEM Innovation Center building and the Brown County Research Park on the UWGB campus.
- Developed resolution requesting County Board approval for the CDBG – Housing Grant application.

The recent major planning activities of Cole Runge, Principal Transportation Planner:

- Revised the Frequently Asked Questions (FAQs) summary for the Southern Bridge project based on comments received from BCPC Board of Directors members. Also distributed the revised FAQs summary to the individuals and organizations on the MPO's interested parties list and posted the revised summary on the MPO's website.
- Presented a Southern Bridge project update to the Brown County Board's Planning, Development, and Transportation Committee.
- Organized and participated in a meeting with the Brown County Executive, County Planning Director, and the WisDOT Northeast Region's Director, Assistant Director, and Planning Chief regarding the Southern Bridge project's Environmental Impact Statement (EIS) and Interstate Access Justification Report (IAJR).
- Developed a detailed task list and completion schedule for the Southern Bridge EIS and IAJR and submitted it to WisDOT and the Federal Highway Administration (FHWA) for review and comment. Also met with WisDOT Northeast Region staff and the County Planning Director to discuss the task list/completion schedule.
- Made revisions to the first version of the EIS/IAJR task list and completion schedule based on comments from WisDOT and FHWA. Also distributed the revised task list/schedule to WisDOT, FHWA, SRF Consulting, and the Brown County Executive.
- Prepared for and participated in a meeting with the County Executive and Deputy Executive, De Pere Mayor, County Planning Director, WisDOT Central Office (Madison) and Northeast Region administration and staff, FHWA staff, Greater Green Bay Area Chamber of Commerce staff, and representatives of SRF Consulting to discuss the EIS/IAJR task list and schedule and other EIS/IAJR details that will be cooperatively addressed by Brown County, WisDOT, and FHWA going forward.
- Prepared for and participated in a conference call with the County Planning Director and representatives of WisDOT to discuss the status of the Economic Impact Analysis that

WisDOT is developing in cooperation with Brown County Planning Commission staff for the Southern Bridge project.

- Researched the federal Infrastructure for Rebuilding America (INFRA) grant program and prepared a written summary of the program for the County Executive.
- Participated in a meeting with representatives of the Aging and Disability Resource Center (ADRC) of Brown County, BCPC/MPO staff, and current recipients of State Specialized Transportation Assistance for Counties (Section 85.21) funding to discuss the transfer of the Section 85.21 Program from the ADRC to the BCPC/MPO in 2018.
- Reviewed the current Section 85.21 Program contract between the ADRC and Curative Connections (the recipient of the largest amount of Section 85.21 Program funds in 2017) in preparation for the transfer of the Section 85.21 Program from the ADRC to the BCPC/MPO in 2018. Also consulted with Brown County Corporation Counsel staff about the process necessary to transfer this contract prior to 2018.
- Developed an estimate of vehicle miles traveled each year in the Green Bay Metropolitan Planning Area and sent it to WisDOT and FHWA for review and comment. The estimate was developed to calculate annual traffic fatality and serious injury rates for the Metropolitan Planning Area.
- Developed a PowerPoint summary of the federal Section 5310 Program and presented it to the BCPC Board of Directors.
- Developed Section 5310 program funding notification letters to project applicants who were approved for CY 2018 funding by the BCPC Board of Directors.
- Developed a staff report to the BCPC Board of Directors regarding a Major Amendment to the 2018-2022 Transportation Improvement Program (TIP).
- Developed and distributed the agenda and information packet for the December meeting of the Brown County Transportation Coordinating Committee (TCC).
- Developed and submitted comments to WisDOT regarding the state's draft criteria for selecting streets and highways for the state's Critical Urban Freight Corridors system.
- Participated in a tour of the Port of Green Bay and a meeting with the Port Director and representatives of the WisDOT Central Office and Northeast Region Office to discuss identifying routes for trucks carrying oversized/overweight/overheight (OSOWOH) loads to and from the port.
- Developed criteria to use when identifying potential OSOWOH truck routes that connect to the Port of Green Bay's north and south terminals. Also used these criteria to develop a system of potential OSOWOH truck routes to and from the port. After the maps were completed, I met with the City of Green Bay Public Works Director and Traffic Engineer to discuss the routes. I also submitted the potential OSOWOH truck routes to the Brown County Highway Commissioner and Engineering Manager for review and comment.
- Collected, analyzed, and developed graphics regarding bicycle and pedestrian crashes in the Village of Ashwaubenon between 2012 and 2016 for the village's bicycle and pedestrian plan update. Also sent the graphics to village staff.
- Developed a draft resolution for the Green Bay MPO's 2018 Safety Performance Measures and Targets.
- Prepared answers to questions from potential applicants to complete the Green Bay Area Public School District/City of Green Bay Safe Routes to School/Bicycle and Pedestrian Plan project.
- Reviewed two proposals to complete the Green Bay Area Public School District/City of Green Bay Safe Routes to School/Bicycle and Pedestrian Plan project and submitted scores and comments to the Green Bay Area Public School District's project coordinator.
- Completed a survey regarding the MPO's Title VI activities at the direction of WisDOT.

- Reviewed the Draft 2018 Title VI/Nondiscrimination Agreement and Assurances document that was prepared by WisDOT and forwarded it to Brown County's Human Resources Director and Corporation Counsel for review. Also submitted the signed document to WisDOT.
- Prepared and distributed the 2018 MPO Transportation Planning Work Program after it was approved by the BCPC Board of Directors.
- Began preparing for the MPO's 2018 Transportation Management Area (TMA) Certification Review by WisDOT, FHWA, and the Federal Transit Administration (FTA).
- Completed the MPO's report and reimbursement request to WisDOT for the third quarter of 2017. Also prepared a transportation expense report for the third quarter and submitted it to the Brown County Administration Department.
- Participated in a Wisconsin MPO Directors teleconference.
- Participated in a Brown County Economic Development Cabinet meeting on behalf of the County Planning Director.
- Completed written performance reviews for the Senior Transportation Planner and the MPO's two Transportation/GIS Planners.
- Participated in the Wisconsin MPO Directors Annual Conference in Milwaukee.
- Participated in an I-41 Corridor Capacity-Building Regional Transportation Roundtable meeting in Oshkosh.
- Conducted three MPO staff meetings.

The recent major planning activities of Dan Teaters, Senior Planner:

- Town of Holland Comprehensive Plan Update
 - Completed a draft of Chapters 4 & 5
- Certified Survey Maps (CSMs)
 - Began Review of 16 new CSMs
 - Completed review of 14 CSMs
 - Signed and filed 16 CSMs
 - cursory review for City of De Pere and City of Green Bay
 - C of De Pere – 0
 - C of Green Bay - 2
- Plats
 - Preliminary Plats
 - Began review of 1 preliminary plats
 - Completed review of 2 preliminary plat
 - Final Plats
 - Began review of 1 final plat
 - Completed review of 1 final plats
 - City Plat Reviews
 - Reviewed two plats in the City of Green Bay pursuant to Wisconsin Statutes Sec. 236.12(2)(b)
- ESA Amendments
 - Completed 4 ESA Plan Corrections
 - Completed 0 Minor ESA Amendment
 - Two site visits to assess ESA conditions
- Sewer Service Area Amendments (SSA)
 - Completed review of one SSA amendment – T of Ledgeview
- Farmland Preservation Plan Amendment
 - Attended PD&T to present amendment

- Water Quality Management (WQM) Letter
 - Completed 5 reviews/letters
- Assisted 65 members of the public or local communities with inquiries related to Farmland Preservation, zoning, natural resources, and/or land division questions.
- Provided additional planning services and ESA related duties, including advice on inquiries related to potential major and minor ESA amendments, identification of ESA violations, and assisting the public regarding allowed and restricted uses within an ESA buffer.
- Met Bay Lake Regional Planning Commission staff to discuss ArcGIS Online mapping applications for public input/comments 11/14/17
- Attended conference call with WDNR to discuss Sewer Service Area Planning Program 10/11/17
- Attended NEWSC annual meeting 11/13/17
- Attended BCPC meeting 10/4/17
- PD&T Meeting 11/27/17
- Attended staff meetings 10/5/17, 10/19/17 & 11/2/17, 11/22/17

The recent major planning activities of Lisa Conard, Senior Transportation Planner:

- Finalized the *2018-2022 Transportation Improvement Program (TIP) for the Green Bay Urbanized Area*. The BCPC Board of Directors will assign \$5,281,855 in Surface Transportation Block Grant (STBG) funds to qualifying projects in October of 2017.
 - Collaborated with WisDOT on final STBG program.
 - Presented draft to the Brown County Planning Commission Board of Directors for approval.
 - Assigned MPO numbers to approved projects.
 - Began and finalized required Fiscal Constraint Demonstration for federally funded projects.
 - Prepared document for final printing.
 - Submitted plan to Federal Highway Administration, Federal Transit Administration, and WisDOT for approval.
 - Wrote announcement for the MPO Facebook page and Twitter.
- Continued review of functional classification system for possible future update. Developed list of potential modifications.
- Began and completed the November 2017 edition of the *Green Bay Metro – Quarterly Route Data and Analysis Report*.
- Prepared and distributed notice regarding the upcoming Transportation Alternatives program cycle. Consulted with WisDOT regarding process and funding. The BCPC Board of Directors will have the opportunity to assign \$725,864 to qualifying urban area projects in the spring.
- Began collecting data for the *2019-2023 Green Bay Metro - Transit Development Plan* to be issued in 2018.
- Consulted and/or provided information to Metro staff regarding various service, compliance, and/or other issues.
- Provided review and comment on draft work ideas for the Specialized Mobility Management Program for Brown County.
- Met via phone conference with the regional workforce mobility manager and the mobility coordinator for Brown County to discuss existing programs and possible collaborative projects.

- Participated in the October 11 meeting of the NE WI Regional Access to Transportation Committee. The purpose of the committee is to address issues relating to transportation for low income populations, seniors, and individuals with disabilities. Emphasis is placed on coordination and funding.
- Participated in the Specialized Mobility Management Program for Brown County Focus Group meeting on October 24.
- Attended public hearing regarding the ADRC's proposed Section 85.21 grant application. The MPO staff will take over the administration of the program beginning in 2018.
- Participated in the Green Bay Transit Commission meeting on October 18 and November 16.
- Participated in MPO staff and BCPC staff meetings as necessary.

The recent major planning activities of Jeff DuMez, GIS/Land Records Coordinator:

- Wrapped up the 2017 aerial photo project. Assisted the surveyors with quality & accuracy inspection. Finalized reports. Distributed data to partners.
- Continued to participate in the Land Records System upgrade project. Participated in meetings as needed.
- Continued assisting Technology Services & Public Safety Communications with the 911 Computer Aided Dispatch project, addressing & street issues, and other tasks. Weekly conference calls. Data updates.
- Continued to configure new GIS server machines. Transferred all data and apps. This was a significant & time-consuming project.
- Attended the Wisconsin Land Information Association conference in LaCrosse.
- Made edits to the GIS database (new subdivisions, street additions/vacations, annexation, addressing, navigability determinations, environmentally sensitive areas, etc.)
- Provided GIS data or other services for many private businesses, local governments, state and federal agencies.
- Assisted other people with miscellaneous service, data, and training requests.
- Attended staff meetings as needed.

The recent major planning activities of Devin Yoder, Planner I (GIS/Transportation):

- Participated in MPO staff meetings.
- Participated in Brown County Planning Commission staff meetings.
- Attended computer training class for intermediate Microsoft Excel usage.
- Continued to inventory and map the new bicycle repair stations located in the metro area.
- Assisted in monitoring stormwater runoff into navigable waterways from county roadways in the metropolitan planning area as part of the county's MS4 permit.
- Updated GIS maps for MS4 permit.
- Viewed the webinar "Make Meaningful Policy Maps for your Community Using the Living Atlas", presented by Esri.
- Attended and participated in the 85.21 Specialized Transportation Assistance Program Overview and Public Hearings in Denmark and at ADRC in Green Bay.
- Attended the Brown County Port and Resource Recovery Renard Island end-use meeting on October 6th.

- Attended Brown County 85.21 Specialized Transportation Meeting at ADRC to discuss the 85.21 transportation program, and transferring program management from the ADRC to the Brown County Planning Commission Transportation Division in 2018.
- Attended press conference to announce funding to plow the Fox River Trail for the winter of 2017-2018.
- Researched ways to increase public participation for the annual rural transportation (85.21) plan through online engagement.

The recent major planning activities of Todd Mead, Planner I - Housing:

- Prepared and ordered four (4) interim site inspections for Northeastern Wisconsin Community Development Block Grant (CDBG) Housing Loan Program clients.
- Prepared and ordered one (1) interim site inspection for a Brown County Revolving Loan Fund (RLF) Housing Program client.
- Prepared and ordered five (5) housing quality standards (HQS) inspections for CDBG clients.
- Prepared and ordered eleven (11) final site inspections for CDBG clients.
- Prepared and ordered one (1) final site inspection for a RLF client.
- Prepared and ordered one (1) lead-based paint assessment for a CDBG client.
- Prepared and ordered two (2) lead-based paint clearances for CDBG clients.
- Prepared and ordered one (1) lead-based paint assessment for a Brown Co RLF client.
- Prepared and ordered one (1) lead-based paint clearance for a Brown Co RLF client.
- Met with eleven (11) CDBG clients and the contractors to prepare them for their future rehabilitation projects.
- Opened six (6) new CDBG applications.
- Denied one (1) CDBG application.
- Prepared and closed fifteen (15) CDBG Housing Rehabilitation Loans.
- Prepared four (4) CDBG Environmental Reviews.
- Prepared and corresponded with eight (8) bid documents to CDBG applicants for future rehab projects.
- Reviewed and prepared three (3) mortgage loan satisfactions for existing CDBG clients due to project change orders.
- Attended staff meetings.
- Assisted and facilitated a new CDBG Application Public Hearing.
- Assisted Wisconsin Department of Administration--Division of Energy, Housing and Community Resources (WDOA-DEHCR) with NE Wisconsin Regional CDBG Training.
- Prepared, organized and submitted 3rd quarterly CDBG reporting to WDOA-DEHCR.
- Continued to work on new and existing applicant files from Northeastern Wisconsin CDBG counties.
- Continued to work on new and existing applicant files from Brown County RLF Program.
- Continued general outreach and marketing efforts for our RLF and CDBG-Housing Loan Programs.

The recent major planning activities of Ker Vang, Planner I (GIS/Transportation):

- Assigned three addresses for the Town of Pittsfield, an address for the Town of Green Bay, an address for the Town of Glenmore, and three addresses for the Town of Eaton. Reassigned an address in the Town of Green Bay.

- Analyzed and calculated road mileage for the functionally classified roads outside the 2010 Urbanized Area boundary but within the Metropolitan Planning Area boundary.
- Updated the online map for the functional classification system.
- Provided a shapefile of the Green Bay Metro Bus System to a staff at the Wisconsin Department of Transportation and a staff at New North.
- Updated Green Bay Metro Bus Routes 11 and 8. Updated Green Bay Metro Transit Guide.
- Continue to update bus stop data (signage, shelter, sidewalk, ADA accessibility, lighting, etc.) at each bus stop.
- Continue to update sidewalk inventory and curb ramps along each sidewalk using the 2017 aerial photo.
- Conducted on site visit to monitor stormwater runoff into navigable waterways from county roadways in the Town of Lawrence as part of the county's MS4 permit.
- Created two maps identifying potential oversized/overweight truck routes from and to the north and south port terminals.
- Created a map identifying the location of the STEM Project for the Environmental Impact Assessment document.
- Provided sidewalk data to a staff at the Village of Ashwaubenon.
- Watched the webinar, "Advisory Bike Lanes in North America." (October 2017)
- Watched the webinar, "Countywide Bluetooth System: Use Cases & Performance Measures." (November 2017)
- Watched the webinar, "Racial Bias in Driver Yielding Behavior at Crosswalks." (November 2017)
- Participated in PALS and MPO staff meetings as scheduled.

PORT & RESOURCE RECOVERY DEPARTMENT

Brown County

2561 SOUTH BROADWAY
GREEN BAY, WI 54304

PHONE: (920) 492-4950 FAX: (920) 492-4957

DEAN R. HAEN

DIRECTOR

PROCEEDINGS OF THE BROWN COUNTY SOLID WASTE BOARD

A regular meeting was held on **Monday November 27th, 2017**
Brown County Resource Recovery Facility, 2561 S. Broadway, Green Bay, WI

1) Call to Order:

The meeting was called to order by Solid Waste Board Chair John Katers at 2:31 pm.

2) Roll Call:

Present:	John Katers, Chair Mark Vanden Busch, Vice-Chair Ryan Holzem Norb Dantine Bill Seleen Doug Martin
Excused:	Dave Landwehr Mike Van Lanen
Unexcused:	Bud Harris
Also Present:	Dean Haen, Brown County P&RR Chad Doverspike, Brown County P&RR Mark Walter, Brown County P&RR Shelby Schraufnagel, Brown County P&RR Mike Geiger, Town of Holland Chris Anderson, Foth Brian Roebke, Wrightstown Spirit Jim Crawford, Wrightstown Resident

3) Approval/Modification – Meeting Agenda – *Request for Approval*

A motion to approve the agenda was made by Norb Dantine and seconded by Doug Martin. Unanimously approved.

4) Approval/Modification – Meeting Minutes of September 18th, 2017 - *Request for Approval*

A motion to approve the September 18th, 2017 meeting minutes was made by Bill Seleen and seconded by Mark Vanden Busch. Unanimously approved.

5) **Announcements/Communication**

The Department budget was approved in November 1st.

Three Solid Waste Board members were reappointed by the County Executive, Bill Seleen, Ryan Holzem and Bud Harris. Ryan Holzem will be moving outside of Brown County and is resigning from the board.

6) **Election of Officers**

Norb Dantinne nominated John Katers as chairman.

A motion was made by Norb Dantinne and seconded by Bill Seleen to close nominations and cast a unanimous ballot for John Katers as chairman. Unanimously approved. John Katers abstained from voting.

John Katers nominated Mark Vanden Busch as vice-chairman.

A motion was made by John Katers and seconded by Ryan Holzem to close nominations and cast a unanimous ballot for Mark Vanden Busch. Unanimously approved.

7) **Third Quarter 2017 Budget Status Report – Request for Approval**

Mr. Haen reviewed the third quarter 2017 budget status report.

A motion to approve the Third Quarter 2017 Budget Status Report was made by John Katers and seconded by Norb Dantinne. Unanimously approved.

8) **PFM Financial Service Contract – Request for Approval**

PFM manages Department long-term financial investments. Majority of funds managed are on the Solid Waste side. PFM has been managing our long-term investments for three years. The Treasurer recommends continuing to work with PFM for another two years. The Treasurer believes the Treasurer's Office can outperform PFM's investment performance, but unable to handle the responsibility at this time. Brown County will reconsider in 2019.

A motion to approve the PFM Financial Service Contract was made by Doug Martin and seconded by John Katers. Unanimously approved.

9) **Agreement Between Brown County and Outagamie County and Fox River Fiber Amendment #3 – Update**

Brown County has executed a memorandum of agreement with Outagamie County and amendment #3 with Fox River Fiber resolving years of dispute. All parties including Winnebago County are in agreement and fully aware of the documents.

In summary, Outagamie County agreed to accept Fox River Fiber sludge through the end of the Northeast Landfill and all three Counties agreed to restart the BOW regional planning effort as required by the Cooperative Landfill Plan.

Chairman Katers asked what the rationale is to continue at Outagamie County as the receiving county. Mr. Haen stated that this and other options will be explored and vetted. Any change to the existing plan will require approval by all three counties. .

Mr. Seleen asked during these director meetings is this the time to bring another county into the partnership. Mr. Haen stated yes that will be evaluated and may be a recommendation of the effort.

Chairman Katers suggested that the three counties' Solid Waste Board's should get to hear from the three directors so there is no confusion.

Mr. Seleen asked what Mr. Haen envisions the results will be. Mr. Haen stated that he believes millions of tax dollars are saved with all three counties benefiting by the partnership. Any future cooperative effort will have to be financially beneficial and legally executed, until then BOW will operate under the terms and conditions of the current agreement.

10) 2016 BOW Report – Update

Mr. Haen reviewed the 2016 BOW Report that Schenk and Associates put together.

Landfilling costs in 2016 were \$20/ton. 2017 landfilling costs are projected to be significantly higher because of Phase 3 construction during 2017.

Brown County is responsible for just under 40% of BOW recycling.

The recycling market is projected to worsen at the beginning of 2018. China was the primary recycler for paper and plastics in the U.S. and around the world. China will be closing their recycling market to most imported recycling. There is no longer a market for recycling plastics 3-7.

11) GTE Transition Plan – Update

Mr. Doverspike reported that there has been a Gas-To-Energy facility at the East Landfill since 2009. There is a 10-year power purchase agreement. The agreement will end at the end of 2018. To extend the agreement the price per kilowatt will decrease from \$0.7/kilowatt to \$0.3/kilowatt. A facility cannot be operated for that cost. The facility will be shut down no later than December 31, 2018.

Foth did an analysis and provided four options. Option 1, install a new flare skid; Option 2, replace existing blower and modify the flare; Option 3, modify existing flare and existing fan; and, Option 4, refurbish existing flare system. The option Foth recommended will cost a few hundred thousand dollars.

The facility will run as long as possible. A month or two before the shut down a decision will be made on the option selected.

12) BC Organics, LLC Anaerobic Digester – Update

The anaerobic digester is about a \$60 million project. BC Organics received a \$15 million grant from the State. BC Organics would like to rent non-landfill land that Brown County owns in the Town of Holland. Brown County and the Solid Waste Board are interested in this project with

proximity to the landfill. A draft lease was sent to BC Organics. Leasing land in close proximity to the landfill creates many synergies for management of Brown County landfill gas. Conditions will be negotiated in land lease to provide County owned gas to the digester for processing and transmission as pipeline quality gas.

13) South Landfill

a. Landfill Transaction – Update

The land transaction with County Aire Farms was set for approval at PD&T on November 27th. The item was pulled from the agenda at the request of Country Aire Farms. County Aire Farms now wants an appraisal done before advancing the land transaction document. The appraisal is estimated at \$5,000 for each party.

b. SLF Update on Wetland Delineation & Leachate Management – Update

A wetland delineation was done as part of the original landfill siting and permitting. Since then wetland regulations have changed. A new wetland delineation was completed this summer showing new areas of wetlands on the South Landfill property. The County will need to work with the WDNR to determine whether wetland mitigation will need to be completed.

Regarding leachate management, the Department spent approximately \$1 million in Ledgeview to build a pipeline to connect the East Landfill leachate to the DePere waste water treatment system. Other users along the pipeline right of way are required to hook up to the sewer line. . The Department was also told in writing by the City of De Pere that all leachate from the east & future south landfill could be unloaded at the leachate unloading station. The County is working with NEW Water, City of DePere and Town of Ledgeview to resolve and figure out how and where South Landfill leachate will get into the system.

A motion to open discussion to the public was made by Norb Dantine and seconded by John Katers. Unanimously approved.

Mike Geiger, supervisor for the Town of Holland, asked when the first truck will bring material to the South Landfill. Mr. Haen stated that construction is planned to begin in 2020 and the landfill should then be available for use by 2022. This is contingent on the life of Outagamie County landfill.

Mr. Geiger asked if any other county is being considered as an additional partner. Mr. Haen stated that Kewaunee County landfill is closing and their waste will need to go somewhere. He also stated that semi's will be trucked to the landfill as opposed to small haul vehicles. About 20 semis from both Brown and Outagamie County and 14-15 semis from Winnebago can be expected at the future South Landfill.

Mr. Geiger asked if there is a landfill plan after the South Landfill. People are concerned that Brown County will continue to build landfills on this site. Mr. Haen stated that no other landfill is planned or permitted at this time, but landfills continue to be necessary.

Mr. Geiger asked about the gas that will come out of the digester. Chairman Katers stated that it is the same gas that comes from the landfill, however, it will be made into

pipeline quality and it wouldn't be used to create electricity. Mr. Geiger and other Town of Holland residents do not want the digester to come to the town, other than the farmers that are directly involved. They are concerned Sanimax will move to the town as well then. Chairman Katers does not believe they would do this. Mr. Geiger stated that using manure for the digester is 90% less effective than other materials. Why would Dynamic continue preparations when knowing this information? No board members could answer this on behalf of Dynamic. The town fears more operations will come to the area if the digester is built.

Jim Crawford, Denmark, lives across from the sludge digester in Denmark. NEW Water told him that the stream with the highest concentration of phosphorus comes from the Wrightstown area, most likely the sludge digester. He suggests to immobilize the phosphorus by placing it in the landfill and figure out the cost to dewater the sludge. Chairman Katers stated that this is what Fair Oaks Farm in Indiana does. They send their sludge cake to a fertilizer plant.

A motion to return to regular order of business was made by Norb Dantine and seconded by John Katers. Unanimously approved.

c. SLF Groundwater Monitoring – Update

The Department was advised to obtain another two years' worth of baseline monitoring of all the wells around the landfill. Badger Laboratory and Engineering won the quote for a price of \$45,600.

14) Director's Report

The Town of Holland and local farmers requested the Department to determine the potential for a southern exit onto Lamers-Clancy road for the future South Landfill. The analysis was done by Foth at a cost of \$5,000. The analysis determined a southern exit is possible when considering wetlands, landfill features and operating within the ATC easement. The cost of additional internal haul roads for a southern exit and upgrades to Lamers-Clancy Road were preliminarily estimated at \$1.8M.

At the Tri-County recycling facility a new labor contract is being worked through. Valley Packaging Industries and Lead Point are the two competing companies. Once a decision is made it will be presented to the Solid Waste Board.

15) Such other Matters as Authorized by Law

No other matter

16) Adjourn

A motion to adjourn was made by Norb Dantine and seconded by John Katers. Unanimously approved. Meeting adjourned at 3:56 pm.

John Katers, Chairman
Solid Waste Board

Dean R. Haen, Director
Port & Resource Recovery Department



PORT & RESOURCE RECOVERY DEPARTMENT

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GREEN BAY, WI 54304

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DEAN R. HAEN
DIRECTOR

PROCEEDINGS OF THE BROWN COUNTY SOLID WASTE BOARD

A regular meeting was held on **Monday January 15th, 2017** ~~2017~~ *2018*.
Brown County Resource Recovery Facility, 2561 S. Broadway, Green Bay, WI

1) Call to Order:

The meeting was called to order by Solid Waste Board Chair John Katers at 2:31 pm.

2) Roll Call:

Present: John Katers, Chair
Mark Vanden Busch, Vice-Chair
Norb Dantine
Dave Landwehr
Mike Van Lanen

Excused: Bud Harris
Bill Seleen
Doug Martin

Also Present: Dean Haen, Brown County P&RR
Chad Doverspike, Brown County P&RR
Mark Walter, Brown County P&RR
Chris Blan, Brown County P&RR
Shelby Jensen, Brown County P&RR
Mike Geiger, Town of Holland
Tom VandeWettering, Town of Holland
Jim Crawford, Wrightstown Resident

3) Approval/Modification – Meeting Agenda – *Request for Approval*

A motion to approve the agenda was made by Dave Landwehr and seconded by Norb Dantine. Unanimously approved.

4) Approval/Modification – Meeting Minutes of November 27th, 2017 - *Request for Approval*

A motion to approve the November 27th, 2017 meeting minutes was made by Norb Dantine and seconded by Mark Vanden Busch. Unanimously approved.

5) Announcements/Communication

Craig Wirtz, Resource Recovery Technician will retire March 1, 2018.

A Town of Holland board meeting was held January 2nd; Chad Doverspike, John Katers and Dean Haen attended the meeting. The Town wanted to hear about the status of the landfill.

6) Public Communication Plan

An overview of the public relations plan is provided. The budget is \$17,500.

A motion to approve the Public Communication Plan was made by John Katers and seconded by Mike Van Lanen. Unanimously approved.

7) BOW Regional Planning – Update

BOW Directors have agreed to resume BOW Planning effort. First task is to document the value saved by working together. Based on the results, the Directors would begin to look at alternatives and options for continuing our relationship beyond the current agreement and use of the South Landfill. Any outcomes will need support from staff, Executives, Solid Waste Boards and County Boards.

8) BOW Labor Services – Update

Valley Packaging Inc. (VPI) has been running the recycling facility in Outagamie County since 1998. VPI has had trouble recruiting and retaining employees. BOW went through an Outagamie County RFP process to reevaluate the labor contract. A company called Leadpoint won the contract. Leadpoint runs 22 MRFs around the country. While they will charge more to operate the MRF, there is expected to be an increase in revenue from reduced bale contamination. The cost to change contractors will result in close to break-even. Leadpoint will take over operation of the Tri-County MRF on February 1, 2018. Landwehr suggested and staff agreed to revisit the contract, costs and performance in the future.

9) HMR Building Modifications – Update

In order to increase efficiency and reduce congestion at the Hazardous Material Recovery Facility changes are being considered. Staff is evaluating adding a third collection day, modifying the building to improve service, checkout and processing. Physical changes are being bid. Staff is evaluating adding a third collection day.

10) Evaluation of In-House Processing of Fluorescent, Incandescent and LED Lamps – Update

Processing lamps in-house was evaluated. LED's are a concern; the cost to handle is high and the number of bulbs is anticipated to slowly decline. It is not recommended to move forward.

11) Clean Sweep Grant – Update

The Department was approved for an Ag Grant (\$18,525), HHW Grant (\$32,000) and Prescription Drug Grant (\$5,750) from the DATCP Clean Sweep Program.

12) Transfer Station 15 CY Compactor – Update

The Waste Transfer Station currently has a 15 CY compactor and a 10 CY compactor. The 10 CY compactor is due for replacement. Three companies bid on it. J-Mec (the Department currently has two of their machines), JWR (the Department currently has one of their machines), and Reaction Distributing. Reaction Distributing is from Canada and their bid was the lowest. Foth is currently looking to see if their machine meets all of the bid specifications and staff is checking references. The bid range is \$160,000 - \$215,000. The plan is to have a new compactor installed by the end of February. Brown County is conducting background checks on Reaction Distributing based in Ontario Canada, to determine if their compactor meets the specifications and their response time meets Brown County's needs.

13) South Landfill – Update

a. Digester Lease

A letter and proposed lease was sent to Dynamics regarding the South Landfill and digester. There has been no further communication.

b. Farm Lease

Based on the bid results, the County will lease 1,118 acres to Weise Brothers Farm with a winning bid of \$421 an acre. Brown County will lease the farm buildings to Rueden Beef with a winning bid of \$19,500.

c. Southern Exit Evaluation for South Landfill

At the request of residents from the Town of Holland the Department is looking into creating a south exit from Section 18. A southern exit from Section 18 to the intersection of Lamers-Clancy Road and Old 57 will cost about \$1.9 million. The Department submitted the estimated cost to the Town of Holland and have not heard back from them. County IL is the required access road to the South Landfill and has already been constructed. If residents and the Town would like the Department to create a new exit the host community agreement between the Town and County will need to be ammended. The County has asked the Town to cover the expense of the road, either up front or in lieu of future South Landfill payments. Decision will need to made by the Town in 2018.

d. South Landfill Navigability Determination

A Navigability Study was completed by the WDNR on a grassed waterway extending from the SE to the NW in Section 18. It was determined by the WDNR as being non-navigable.

14) Director's Report – Update

No report.

15) Such other Matters as Authorized by Law

No other matter

16) Adjourn

A motion to adjourn was made by Norb Dantinne and seconded by Mike Van Lanen. Unanimously approved. Meeting adjourned at 3:22 pm.

John Katers, Chairman
Solid Waste Board

Dean R. Haen, Director
Port & Resource Recovery Department